

Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, October 29, 2013

The regular meeting of the MWFLS Board of Trustees was called to order at 6:03 p.m. at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt called the meeting to order. Ruth welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Paul Marose, Gary Morgenstern, Dwayne Morris, Doug Rakowski, Ruth Schmitt, Juanita Schultz, Sue Smith, Dan Stoffel, William von Rohr.

MEMBERS ABSENT: Sarah Butts

MEMBERS EXCUSED: Jane Colwin, Polly Edgar

MWFLS STAFF: Sue Cantrell, System Director; Dustin Foust, Library System Services Technician, Jackie Jacak, Business Manager.

GUESTS PRESENT: Amy Becker, West Bend; Mike Gelhausen, Hartford; Candy Graulich, Hustisford.

CORRESPONDENCE & APPEARANCES

- Library Legislative Day, February 11, 2014 Flier
- 9/12/13 Wingspread Merger Committee Minutes

MINUTES

A motion was made by Rakowski and seconded by Smith to approve the September 24, 2013 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Stoffel and seconded by Morgenstern to approve payment of September Computer Checks in the amount of \$61,515.98 and Manual Checks in the amount of \$846.42, for a total of \$62,362.40. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

Director's Report

- Cantrell reported on her attendance at WLA. She felt this year's conference was very well organized and the keynote speaker was excellent.

Technology Report

- Foust is currently working on putting together a computer leasing program through Dell. This will allow libraries the opportunity to purchase new computers at a reduced cost while weeding out older machines. He is looking into a two/three year leasing option.

Personnel Committee

- Janet Negus was chair of the Personnel Committee. She has resigned from the MWFLS board. Reappointment of this vacancy will take place in 2014 during committee assignments.

Building & Grounds

- Schultz, Building and Grounds Chair, thanked the board for giving her the additional funds last month to complete the landscaping projects. The project came under budget with \$200.00 still remaining.
- Schmitt thanked Schultz for all of her time and dedication into making sure the parking lot and landscaping projects were completed this year.

UNFINISHED BUSINESS

MWFLS/LLS Merger Update

- Next week Wednesday, November 6th the two merger committees will be meeting at the Irvin L. Young Memorial Library in Whitewater.
- One item that will be discussed is the issue of system finances. The merger committee requested an outside accounting firm come in and review both systems finances. Schenck and Associates has been contracted to perform this task. It should not cost more than \$2,500.00, which will be split between the two systems.

NEW BUSINESS

Wolf Paving and Additional Work/Cost Done to Finish Parking Lot

- Wolf Paving is charging MWFLS an additional \$5,479.58 for undercut work that was performed during the paving process. This additional work was not approved by the contracted engineer J.E. Arthur and Associates.
- Wolf Paving also did not complete the job within the 15 days as stated in the contract. They were three days over the 15 day limit, which gives MWFLS a \$1,500.00 credit.
- Cantrell is suggesting paying \$1,989.79. Coming to this amount by deducting the \$1,500.00 credit from the \$5,479.58, which equals \$3,979.58, and splitting the cost between Wolf Paving and MWFLS, for a payment of \$1,989.79.
- Wolf Paving representative, Devan Wolf, spoke in regard to the matter. He expressed his concerns, that he shouldn't be imposed a penalty for not getting the undercut areas previously approved. He feels the quality of the workmanship was done at a superior level. Wolf Paving would be willing to extend the warranty to two years, if full payment is received.
- Marose would like Wolf Paving to provide a lien waiver once payment has been received.

It was moved by Stoffel and seconded by von Rohr that the MWFLS Board of Trustees approve paying Wolf Paving the net amount of \$5,479.58 minus the \$1,500.00, for a total of \$3,979.58 with a two year warranty with funds being expended from line item #3600 personnel cost with Wolf Paving providing a lien waiver upon receipt of payment. Motion carried by roll call vote, 8 ayes, one oppose.

Approval of Business Manager/Continuing Education, Library System IT Technician, Public Information Designer, Office Assistant, Maintenance Worker, and System Support IT Technician Job Descriptions

It was moved by Rakowski and seconded by von Rohr that the MWFLS Board of Trustees approves items B-G of the October 29, 2013 agenda. Motion carried voice vote, all in favor.

Hiring Part-time Office Assistant

- Cantrell discussed with the Personnel Committee hiring a part-time office assistant to help Jacak with minimal office tasks. Cantrell would like to hire someone after the first of the year.

It was moved by Stoffel and seconded by von Rohr that the MWFLS board authorize the director to hire a part-time Office Assistant, working 10 hours per week, at \$10.00 per hour, with funds being expended from #7206 Benefit IT Technician if new hire opts for single family insurance, in the amount of \$5,597.80 (includes FICA/wage) or #3600 Personnel fund and #6065 travel with position beginning in 2014. Motion carried by roll call vote, all in favor.

Personnel Committee Recommendation to Have Staff Salary Increases Based on Merit

- Schmitt informed the board that the Personnel Committee would like the board to consider going to a merit increase method rather than a percentage rate. The committee felt this would be an incentive for the staff to perform at a higher standard.
- Von Rohr questioned what will constitute a high or low merit base for each position? He expressed merit increases can be very complicated and there has to be specifications as to how to how the employees can get the increases. There can be no gray areas.
- Stoffel noted a pool of money would need to be established and increases could not exceed those funds.
- Schmitt felt this item should not be pursued any further.
- Stoffel noted that it is the director's job to keep the system employees performing.

Personnel Committee Recommendation to Move System Director's Evaluation to October

- The Personnel Committee is also recommending that the director/staff evaluations take place in October rather than July. Cantrell noted that this will not work, for evaluations need to be done prior to the start of the budget process in July.

It was moved by Rakowski and seconded by Smith to keep the director and staff evaluation in July. Motion carried by voice vote, all in favor.

Maturity Notice of the \$4,513.23 CD @ BMO Harris Bank

It was moved by Stoffel and seconded by Marose to withdraw the money from the CD and invest it into the LGIP account in undesignated funds.

Motion amended

To withdraw the money from the CD and invest it into the LGIP account in undesignated funds, using the funds to enhance the summer reading program by this amount in 2014. Amendment accepted by Stoffel and Marose. Motion carried by roll call vote, all in favor.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, November 26, 2013 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Morris and seconded by Rakowski to adjourn the meeting.
Schmitt, Board President, adjourned the meeting at 7:41 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary